

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **SUBJECT: JTF CapMed REGIONAL CLASSIFICATION REVIEW**

#### **1. What is the Regional Classification Review? Why is it being done?**

When BRAC was implemented and three medical centers were merged into two, thousands of civilian employees were merged into new organizations and often began new ways of doing their work. Since what employees do is in their position descriptions (PDs), we have to review everyone's PDs to make sure they are accurate and current. So the primary reason the review is being done is ensure employees are assigned to accurate job descriptions and that those PDs are properly classified...meaning that they contain the right title, occupational code and grade.

This review is also being done because it is a command priority to create as many generic and standardized PDs as we can. Putting these in place will facilitate all kinds of personnel processes like filling vacancies, establishing performance plans and creating training plans. Not every job will be standardized but where it makes sense, we will implement them.

#### **2. When will my job description be reviewed?**

While we have not yet finalized the master schedule, we have identified most of our timelines and have begun working with the leadership to implement. You will be kept informed about your particular review by your supervisor. The major timeline we are shooting for is to have the classification review completed by 31 Dec 2012.

#### **3. How will my job description be reviewed?**

In many cases, your supervisor and/or others in your chain of leadership will be responsible for reviewing your current PD to determine whether it is accurate and complete. Your supervisor and/or leadership will be responsible for approving any new PDs before they are implemented.

In some cases, a group of subject matter experts (SMEs) will do a preliminary review to see where we can create standardized PDs and to work across the region to ensure that, where feasible, PDs can be created to cover work that is being done in both MTFs. An example of the SME approach to the review is the group that has been convened to examine Nurse PDs across the region. As noted, before new PDs that are created using the SME approach are implemented, supervisors/leadership will approve them.

**4. It seems to me that a few of my co-workers are doing the same thing that I am but they are a higher grade than I am. Will this classification review fix that?**

One of the expected outcomes of the classification review is making sure that staff members who are doing identical work are classified the same way. Consistent classification across the regional is a vital part of the merger of our workforces and is a fundamental principle of federal job classification.

**5. We are doing work now that is very different from work we did in our old facility. Will the next work be written into our new PDs?**

New PDs need to be created to reflect what in some cases has been a major change in how we do business. In some cases, the new PDs may represent up-grades for some employees and may, in other cases, require that the new position(s) be filled using competition as required by federal rules and regulations. Each situation must be handled almost on a case-by-case basis and the results might differ from one situation to the next. The Classification Study Team will be working with your supervisors and/or leadership to ensure they have all the facts and a clear understanding of the way each classification change must be implemented.

**6. I've heard rumors that some employees will be downgraded as a result of this study. Is that true?**

It is too early to say with certainty whether downgrades will occur. The Commander, JTF CapMed has a policy in place that requires that every effort be made to avoid adverse impact to employees during this classification review. To this end, the Study Team will hold extensive talks with supervisors to discuss any options that are available to mitigate or avoid downgrading.

In those cases where downgrades cannot be avoided, affected employees will receive every benefit and right that Federal employees are entitled to when their positions are downgraded. The Civilian Human Resources Center (CHRC) will ensure that employees receive a full explanation of their rights to grade and pay retention under existing regulations.